

Section of Reporting Manual <sup>(1)</sup>	Subject	Due Date	Staff Member	Phone <sup>(2)</sup>	Fax <sup>(2)</sup>	Room <sup>(3)</sup>
<sup>(4)</sup>	Deliveries of completed Reporting Forms	--	Susan Robinson	734-2617	734-1254	327
<sup>(4)</sup>	Deliveries of draft/final financial statements	--	David Padgett	734-2604	734-1254	328
2.0	Master Reporting Package Checklist	July 15	Susan Robinson	734-2617	--	--
3.1	Cash and Investments Reporting Forms	July 31	David Padgett	734-2604	--	--
3.2	Tax Revenues Reporting Forms	August 31	Betsy Lawson	734-2617	--	--
3.3	Grant/Contribution Revenues Reporting Forms	September 20	John Morgan	734-2608	--	--
3.4	Miscellaneous Revenues Reporting Forms	August 15	David Padgett	734-2604	--	--
3.5a	Loan Receivables Reporting Forms	July 31	Susan Robinson	734-2617	--	--
3.5b	Refund Receivables Reporting Forms	August 31	David Padgett	734-2604	--	--
3.6	Inventory Reporting Forms	August 15	Susan Robinson	734-2617	--	--
3.8	Capital Assets Reporting Forms	September 20	John Morgan	734-2608	--	--
3.12	Accounts Payable Reporting Forms	September 15	Susan Robinson	734-2617	--	--
3.13	Litigation Reporting Forms	July 31	Margaret McNeill	734-2542	--	--
3.14	Grant Disallowances Reporting Forms	July 31	John Morgan	734-2608	--	--
3.15	Claims Reporting Forms	August 15	Susan Robinson	734-2617	--	--
3.16	Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	August 15	Susan Robinson	734-2617	--	--
3.17	Compensated Absences Reporting Forms	July 31	Margaret McNeill	734-2542	--	--
3.18	Interfund Payables Reporting Forms	September 10	Susan Robinson	734-2617	--	--
3.19	Operating Leases Reporting Forms	August 31	David Padgett	734-2604	--	--
3.20	Fund Balance Reporting Forms	September 20	Margaret McNeill	734-2542	--	--
4.0	State Treasurer's Office Reporting Formss: Cash and Investments	September 30	David Padgett	734-2604	--	--
	Debt (bonds, notes, master lease program)	July 31	Betsy Lawson	734-2617	--	--
	Capital Leases	July 31	David Padgett	734-2604	--	--
	Interfund Loans	August 15	Betsy Lawson	734-2617	--	--
	Unclaimed Property	August 15	Susan Robinson	734-2617	--	--
<sup>(5)</sup>	College/University Spreadsheets	Varies	Sandy Smith	734-5042	--	--
<sup>(5)</sup>	Non-College Financial Statements	Varies	Betsy Lawson	734-2617	--	--
---	Other GAAP and Reporting Forms issues	--	Margaret McNeill	734-2542	--	--

<sup>(1)</sup> For the *Reporting Policies and Procedures Manual*, go to the Comptroller General's home page, click [State Agency Info](#), then click [GAAP Reporting](#), then click [Agencies that Submit Year-End Reporting Packages](#).

<sup>(2)</sup> Area code for all phone and fax numbers is 803.

<sup>(3)</sup> Room numbers shown are in the Wade Hampton Office Building located behind the South Carolina State House.

<sup>(4)</sup> Mailing address for the Statewide Financial Reporting Division of the Comptroller General's Office is: Wade Hampton Office Building, Room 305, 1200 Senate Street, Columbia, South Carolina 29201.

<sup>(5)</sup> For policies and procedures, go to the Comptroller General's home page, click [State Agency Info](#), then click [GAAP Reporting](#), then click [Agencies that Submit Financial Statements](#).